

Little Traverse Bay Bands of Odawa Indians Job Posting

Job Title: PEACE Grant Outreach Assistant
Department: Youth Services Department
Reports to: Youth Services Coordinator
FLSA Status: Non-Exempt
Salary Range: \$11.85 - \$16.03 (\$26,648 – \$33,342)
Level: 2
Terms: Grant Funded Position (Grant ends September 30, 2015) May be extended if funding available. Position ends when grant ends.
Opens: October 10, 2014
Closes: October 31, 2014

SUMMARY:

Supports the PEACE (Positive Enrichment and Cultural Education) Program at the direction of the Youth Services Coordinator. Lead the planning and implementation of the Gathering of Native Americans (GONA) Program. Assists with the transportation of youth to and from youth programs. Assists with the implementation of the School Cultural Workshops. Develop and train Youth Program Peer Advisors. The goal of the PEACE program is to provide prevention services to impact delinquency risk factors of LTBB youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Work with the tribal youth and provide outreach services to inform community about PEACE Grant, prevention activities and other services available.
- Assist with implementation of the School Cultural Workshops.
- Lead the planning and implementation of the Gathering of Native Americans program.
- Assist with transportation of youth to and from youth programs.
- Develop and train Youth Program Peer Advisors.
- Make follow-up phone calls to agencies where needed.
- Keep records of all programs, contacts and activities using project forms.
- Help organize and participate in meetings, community presentations, and special events affiliated with the PEACE Program.
- Adheres to all relevant laws and regulations regarding ethics, confidentiality, and rights of human subjects.
- Assists with data collection and input information as needed into the database system.
- Provide clerical support for the PEACE Program. Create and print memos, correspondence, reports and other documents as necessary.
- Answer phones, and greets visitors.
- Assist in grant reporting requirements.
- Order, receive and maintain office supplies.

KNOWLEDGE, SKILLS and ABILITIES

Strong interpersonal skills necessary. Able to maintain confidentiality.

Familiar and comfortable with Native American Culture and traditions.

Knowledge of youth-related activities and resources.

Comfortable and able to interact effectively with youth and families showing respect for tribal values.

Must be able to work with flexible schedule, including evenings and weekends.

Knowledge of computer software programs, specifically spreadsheets, database and word processing.

Must be able to travel, including occasional overnight and out of town travel.

EDUCATION and EXPERIENCE

High school diploma/GED, and experience working with youth required. Associates degree and experience working with youth preferred.

If recovering alcoholic/addict, must have minimum one year of sobriety.

COMMENTS

Indian preference will apply. Must have valid Michigan driver's license, reliable transportation, and be insurable. Have a chauffeur's license or be willing to attain within two months of hire.

Must be able to pass extensive background check in accordance with PL 101-630.